

Job Description

Town Administrator

DEPARTMENT: ADMINISTRATION

SUPERVISOR: BOARD OF SELECTMEN

SALARY CLASSIFICATION : EXEMPT

JOB SUMMARY

The Town Administrator coordinates and is responsible for the daily administration and financial management of the Town of Amherst. Supervises the Town Hall operations and oversees the general operations of the other Town Departments. Administers the personnel, financial and purchasing policies of the Town.

ACCOUNTABILITY

Reports to the Board of Selectmen. Exercises a considerable degree of independent judgment, and is evaluated through an annual review by the Board of Selectmen, as well as periodic conferences, reports and communications.

SUPERVISION EXERCISED

Supervises the Town Hall clerical and custodial staff and is responsible for the hiring, dismissal and disciplining of said staff subject to the approval of the Board of Selectmen. Supervises the Town Department Heads. Monitors and reports to the Board of Selectmen progress regarding the long and short-term goals established between the Board and Department Heads.

PRINCIPLE DUTIES AND RESPONSIBILITIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Coordinates the daily administrative and financial functions of the Town. Exercises general supervision over office staff involving the assignment of work, follow-up and review of work performed, as well as implementation of new methods of operation. Supervises all Town Department Heads, working with them to create and fulfill annual and long-range goals. Facilitates the formation and timely completion of budgets. Participates in the hiring process for department heads and performs annual reviews. Identifies problems within departments as they affect the delivery of Town

- services and facilitates their resolution. Resolves issues regarding departmental administration and communicates with appropriate Selectmen liaison when necessary or when resolution is not forthcoming.
2. Acts as the Personnel Coordinator for areas of benefits, worker's compensation cases, grievances and general personnel problems.
 3. Responsible for the review and resolution of all complaints from the public, either through direct response or by delegating to the appropriate Department Head. Keeps selectmen advised of these matters through weekly updates.
 4. Supervises the preparation of the Board of Selectmen Agenda in coordination with the Chairman, and ensures the delivery of necessary supporting data.
 5. Coordinates the activities of the Office of the Board of Selectmen. Attends all Board of Selectmen meetings. Arranges meetings at the request of the Board, and attends whenever authorized or when the Selectmen are unavailable. Prepares press releases and statements, and correspondence as appropriate for review of the Board of Selectmen.
 6. Represents the Town of Amherst at hearings of the State legislature or other governmental body at the request of the Selectmen.
 7. Coordinates and maintains the policy manual for the Board of Selectmen.
 8. Conducts research work and prepares reports and informational material independently or at the request of the Selectmen.
 9. Coordinates and assists in the preparation of all Town Budgets within the Board of Selectmen goals and parameters, and provides data and coordination for the Ways and Means Committee.
 10. Develops purchasing policies for Board of Selectmen approval and monitors department purchases to ensure they follow the approved procedures.
 11. Coordinates the preparation of the annual warrant, budget report and town report.
 12. Advises the Selectmen, when appropriate, on personnel matters and assists the Board and Department Heads in labor relations matters. Works with Department Heads to create and amend personnel policies, subject

- to Board of Selectmen approval, and ensures the compliance of these policies.
13. Lead staff person responsible for maintaining up-to-date knowledge of all municipal legal matters affecting boards, committees and commissions. Monitors and reports on legal decisions and laws which affect the operation of the Town government. Communicates with Town Counsel, subject to Board of Selectmen approval, and reports to the Board on these discussions. Drafts and develops legal paperwork for review and approval by Town Counsel.
 14. Maintains knowledge of pending Federal, State and Municipal legislation and related topics, and educates and advocates the Town's position, subject to the Board of Selectmen's guidance and approval.
 15. Monitors the availability, requirements and application procedures relating to grants.
 16. Conducts regular staff meetings with Town Department Heads jointly and individually.
 17. Participates with Board of Selectmen or their representative on collective bargaining issues. Responsible for research, development and coordination of legal counsel support to be presented to the Board for approval on collective bargaining matters.
 18. Coordinates negotiations and settlement issues, costs and documents related to municipal insurance, subject to Board approval.
 19. Provides the Board of Selectmen with quarterly reports on budget and departmental activities.
 20. Other duties as assigned by the Board of Selectmen.

WORK LOCATION AND HOURS

The Town Hall, 2 Main Street. Normal hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. Position entails after hours meetings.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of public administration, including proven personnel management, financial management, and general management principals, policies, and practices; thorough knowledge and understanding of Town policies and procedures, Town ordinances, and Federal and State statutes.

Considerable knowledge of office management, governmental accounting, statistics, and bookkeeping methods. Ability to plan, organize, assign, supervise, inspect, and coordinate the work of professional, technical, and support personnel; ability to delegate responsibility; ability to prepare comprehensive studies, analyze problems, prepare and present technical and statistical reports, and formulate recommendations; ability to develop, implement, and evaluate administrative policies and procedures; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues in carrying out administrative responsibilities; ability to exercise judgment and discretion in applying and interpreting the policies of the Board of Selectmen; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with employees; Town officials; the business community; State, regional, and Federal officials; and the general public.

PERSONAL QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, or related field (Master's degree preferred) plus five years administrative experience, preferably in a municipal setting; OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.